TANDARD FORM NO. 64

Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120024-8

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Office Memorandum • United States Government

TO : Chief, Foreign Documents Division

DATE: 7 February 1952

FROM : Chief, Classification and Wage Division

SUBJECT: Establishment of Special Translating Section

In reply to your verbal request of this office concerning the classification positions for a special translating staff attached directly to your office, we wish to point out that it will be necessary for you to initiate a formal request to the Organization and Methods Service for a T/O change. Subsequent to their approval of this function, we will establish grades for the positions authorized.

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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200120024-8 Special Language Officer Ender the mines iat direction of the Chief & DO Special dangunge Officer is responsible for the processing of ; @ Jeneign document in the parer languages; @ handwritten foreign language documents in difficult script ans/or; @ documents of ouch a nature as to require hand bing by only one person. His roponoible for the accuracy of his work as he is the only one Theoling his own luser He shall recommend the type of processing necessary in each such document, that is, whether full translation, summary or extract He must have sufficient experience and qualifications to enable him to act as a trauble Shaater "in performing translation and or ax plantation in any of the Branches

af HDD as the new arises.

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He must survey and plan in order that INN may seeme the best and latest reference materials in all the exetic languages. He must be capable of training linguists and must be on call for such training duties as may be assigned at any time Hr went be capable of and prepared to moster additional exotic languages as the need arice Tacumbent must have at least a degree of M.A. and must have an expert knowledge of at Most ten languages including at least Dix of the parer ones, and be able to produce Clear and accurate english lest from documents autter in those larguages. Her lund be able to identif the language of any forligh document and act as Division

Consultant on philological matters
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